



TERMS OF REFERENCE

Baseline study and mapping exercise for national situations of persons with disabilities concerning DiDRR strategies and mechanisms.

1. BACKGROUND AND CONTEXT

The greatest global challenge of the 21st century is adapting to the consequences of climate change and associated extreme weather events. In particular, the region of south-eastern Africa is increasingly affected by extreme weather events such as prolonged droughts, heavy rainfall, floods, and cyclones, each of which is increasing in intensity and frequency, due to the intensifying El Niño-Southern Oscillation (ENSO) phenomenon. In addition, these countries are in a tense economic and socio-political situation, which in turn exacerbates food and income insecurity (up to recurring hunger crises) for the population in the region, whose livelihoods are largely dependent on subsistence agriculture.

The Sendai Framework for Disaster Risk Reduction (2015)¹, the Paris Agreement (2016) and other internationally recognised guidelines and guidance (see IASC, ECHO) highlight the importance of the inclusion of persons with disabilities in humanitarian aid, disaster risk reduction and climate change adaptation.

However, there is often a lack of appropriate translation into national guidelines and national action plans as well as their practical implementation. In addition, persons with disabilities and their representative organizations are often not included² in the corresponding policy processes at national level and thus do not have the opportunity to adequately address and introduce their concerns. Representative organizations for persons with disabilities often lack the necessary capacities to enter

¹ <https://www.undrr.org/publication/sendai-framework-disaster-risk-reduction-2015-2030>
https://unfccc.int/sites/default/files/resource/parisagreement_publication.pdf

² Enhancing disability-inclusive DRR capacities and strengthening resilience against climate-related disasters in Southeast African region Feasibility Study Report

into dialogue with highly technical and scientific disaster risk reduction and climate change adaptation institutions and organizations. Bringing these actors together is critical, as it can support to close advocacy gaps both at national and regional level, through exchange and networking.

Southern Africa Federation of the Disabled (SAFOD) a leading disability-focused network engaged in coordination of activities of organizations of Persons with Disabilities in the Southern Africa region. SAFOD is currently implementing a project in South-Eastern Africa, on Disability Inclusive Disaster Risk Reduction (DiDRR) in collaboration with Christian Blind Mission (CBM) and funded by the Federal Ministry for Economic Cooperation and Development, Germany (BMZ).

The project is implemented with seven local partners, Adventist Development and Relief Agency (ADRA) and Zambia Federation of the disability organisations, (ZAFOD) in Zambia, Regional Psychosocial Support Initiative (REPSSI) and Federation of Organisations of disabled people in Zimbabwe (FODPZ) in Zimbabwe, Churches Action in Relief and Development (CARD), and Federation of Disability Organisation in Malawi (FEDOMA) and Malawi Council for the Handicapped (MACOHA) in Malawi.

The main objective of the project is to contribute to reducing the increased risk of persons with disabilities in climate change-related disasters by strengthening inclusive disaster risk reduction processes and climate change adaptation processes. Under same project in 2022, CBM also commissioned an independent consultant to carry out a feasibility study in Zambia, Zimbabwe and Malawi to analyze the political, social, technical, economic and cultural situation. Key actors and potential programme partners at regional, national and sub-national levels, governmental and non-governmental stakeholders were consulted during the feasibility study.

PURPOSE AND OBJECTIVES OF THE STUDY

SAFOD will commission an independent consultant to carry out mapping of the national situation of persons with disabilities in disaster risk reduction strategies and mechanisms in Zambia, Zimbabwe and Malawi and at a regional level targeting the Southern Africa Development Community (SADC). The feasibility study has already identified some concrete policy gaps as well as entry points for disability inclusive DRR and climate change adaptation. This study will give a more in-depth analysis of the situation of persons with disabilities in relation to disaster risk reduction.

The study will provide SAFOD and country level partners with sufficient information on how responsibilities for DRR and climate change adaptation are distributed, and whether or not the issues have different audiences and processes. The results of this study will be discussed in three national workshops (one per country) and will be incorporated into the further implementation of the project.

Especially at the policy level, the results will help to further specify the planned training measures as well as the advocacy activities and thus also to substantiate the advocacy plans of SAFOD as well as the national OPDs.

The study will deliver the following;

- An indepth analysis of the situation of persons with disabilities which will form a framework for the activity
- A comprehensive stakeholder mapping analyzing the relevant actors according to their relevance and previous experiences in implementing inclusive disaster risk reduction and climate change.
- A detailed national level analysis of how government responsibilities for DRR and climate change adaptation in the three target countries (Zambia, Malawi and Zimbabwe) are distributed and whether or not the two issues have different audiences and processes.
- A detailed analysis of the relevant policy processes at the regional level – with a special focus on SADC.
- An analysis regional progress, gaps, and good practices identified in relation to disability-inclusive DRR policy and practice to enable evidence-based advocacy on the global level.

2. METHODOLOGY

The consultant is expected to use a variety of methods to collect and analyse data. Participatory methods should be used to collect qualitative and quantitative data. The consultant shall indicate the methodology he/she intends to use in his/her offer.

Independent of the methods to be used, there are mandatory mechanisms that must be adhered to during the entire process:

1. Participatory and inclusive
2. Safeguarding of children and adults at risk
3. Data Disaggregation (gender/age/disability)
4. Data Security and privacy (informed consent)

3. STAKEHOLDERS

Concerned stakeholders are to be consulted at various levels and in all stages of the assessment to ensure their ownership and accountability. During the study process, the consultant should therefore involve the following stakeholders through human rights-based, gender-sensitive and disability -inclusive approach:

- Relevant UN entities such as OCHA, UNICEF, UNDP, WHO, UNDRR

- National umbrella OPDs from the 3 countries; FODPZ and NASCOH (Zimbabwe), ZAFOD (Zambia), MACOHA and FEDOMA (Malawi)
- Project lead partners from the 3 countries; REPSSI (Zimbabwe), ADRA (Zambia), CARD (Malawi)
- Zimbabwe government departments (Department of Disability Affairs, Ministry of Local Government (Local Authorities) including the Department of Civil Protection, Meteorological Services Department, Department of Climate Change)
- Malawi government departments (Department of Climate change, meteorological services, Social Welfare, Disability and Elderly Desk Officer, Department of Disaster Management Affairs, Ministry of Community Development)
- Zambia government departments (Ministry of Green Economy and Environment, Ministry of Community Development and Social Services, Local Authorities (Councils, Ward Development Committees), Meteorological Department, Disaster Management and Mitigation Unit (DMMU))
- Relevant CSOs from the three countries
- Regional bodies such as SADC, AU
- Target beneficiaries and communities including persons with disabilities

4. ACTIVITIES AND SCOPE OF WORK

The consultancy will consist of the following key tasks

- ⊙ Review relevant documents and discuss with project team to obtain a good understanding of the project and or assignment.
- ⊙ Develop a technical proposal (in English) to conduct this consultancy (including a detailed work plan, report outline, methodology - sampling and tools), to get feedback from SAFOD and the Project Coordinating team (CBM) in order to ensure that the mapping will be in line with the project needs and objectives.
- ⊙ Work closely with national organisations of persons with disabilities (OPDs and local project partners) in Zambia, Zimbabwe and Malawi, to conduct the mapping exercise.
- ⊙ Prepare and submit first draft report (in English) to SAFOD and CBM coordinating team for inputs and comments.
- ⊙ Finalize and submit report in English. The final report will summarize and reflect all the aforementioned items
- ⊙ Hold a validation workshop to present the report in three national workshops (One per country)

5. TIMELINES AND DELIVERABLES

This consultancy is expected to be completed within a period of 3 months from the date of the Service Contract signing. A tentative timeline is as follows

NO	DELIVERABLES	DURATION
1	Submit inception proposal on the mapping exercise with detailed methodology, assessment tool including suggestions for sampling and a detailed work plan for data collection in the field	11th August 2023
2	Present the inception report	15 th August 2023
3	Conduct the mapping exercise in Malawi, Zambia, and Zimbabwe	21 st August- 15 th September 2023
4	Analyse data and develop the draft report (in English).	18 th -28 th September 2023
5	Submit the draft report to SAFOD.	29 th September 2023
6	Incorporate inputs from SAFOD and CBM advisors.	13 th -19 ^h October 2023
7	Submit the final report and a power point presentation with a summary of the findings.	20 th October 2023
8	Feedback discussion with SAFOD and CBM advisors	23 rd October 2023

6. KEY SKILLS, TECHNICAL BACKGROUND, AND EXPERIENCE REQUIRED:

- Evidence of the consultancy institution's knowledge on climate change and DRR.
- Proven track record and regional background on the assessment of needs of persons with disabilities (already conducted at least three assessments/surveys/analyses related to this topic)
- Proven track record in providing technical advisory services on disability inclusion with a good understanding of disability rights and development agenda
- Clarity of analysis and written expression; Fluency in English on the level of formal report writing on international standards.
- Skills in conducting research/studies on social assessments;
- Having good working experiences with government agencies, UN departments and Organisations of persons with disabilities.
- Minimum of master's degree in economics, geography, spatial planning or other social sciences, disaster risk management, climate change adaptation, development studies, environmental management, or related relevant fields is required.
- A minimum of 10 years' provable experience in research especially related to disaster risk reduction and climate change

- Demonstrated capacity to design and implement studies, including, development of data collection tools for both quantitative and qualitative methods with necessary level of technical rigor
- Strong analytical skills and Excellent writing and presentation skills.
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7. COLLABORATION

The contracted consultant will work under the supervision of SAFOD. During the performance of the mapping exercise, SAFOD will provide the following support to the contracted consultants:

- Relevant documents related to the project
- Review and provide comments on methodology, work plan, sampling, study design, Tool Review and provide comments to the draft and final report and recommendations

9. SUBMISSION OF PROPOSAL

The interested institutions/organizations or consultant must submit their proposal to SAFOD with the following details:

- Detailed mapping and assessment methodology, sampling methodology, work plan, report outline;
- Suggested data collection tools (questionnaires/guidelines);
- Detailed budget estimates; Quotations should include all travel costs and related expenditures.
- Demonstrated experience and capacity: share the most relevant sample of your similar work in the region. (the proposals lacking relevant samples will not be accepted)
- List of written/published evidence: similar consultancy work done and/or published in SADC region as a sample.

Application documents in PDF format should be submitted by prospective applicants by sending an email to procurement@safod.net and copy to ammusi@safod.net by the 28th of July 2023 at 17:00 SAST. Applications submitted after the deadline or lacking any parts of the offer will not be accepted. Only short-listed candidates will be contacted.

Addressed to :

Director General

Southern Africa Federation of the Disabled

P O Box AE 901 AEH, Molapo Crossing

Gaborone, Botswana

8. PROPOSAL EVALUATION

The proposals will be evaluated in accordance with the SAFOD regulations and criteria. The proposals will be scored against the below criteria. The scoring will be tabulated and the proposals will be ranked based on the numerical scores received. Detailed screening results will not be released. Only shortlisted ones will be invited to present their proposal for final selection.

Criteria Value of criteria	Value Criteria
1. Technical proposal	70
Research methodology	30
Research institution's and research team's experience and capabilities	30
References	10
2. Cost proposal	30
Total	100

9. STATEMENT REGARDING OWNERSHIP AND CONFIDENTIALITY

When undertaking the study all information and documentation are confidential and the property of SAFOD and CBM. All documents should be returned to SAFOD once the study is completed.